



## OMB/NEA Supplemental Guidance on Job Reporting (Data Element "Number of Jobs")

9.4.09

**In addition to the guidance provided by the White House Office of Management and Budget (OMB) (<http://www.recovery.gov/?q=content/recipient-reporting>), the NEA offers the following clarifications for its grantees.**

The NEA expects all grantees to directly and comprehensively collect the jobs information for their projects, as well as the projects of any sub-recipients and vendors; statistical sampling will not be accepted.

Since the Recovery Act legislation specifically limits NEA grants to the “preservation” of jobs, your reporting should focus on preserved positions, consistent with the job(s) approved for funding support by the NEA.

Provide the total FTE calculation for all positions preserved (employees and contractual personnel). For the purposes of this calculation, use 2,080 hours as the definition of a full-time annual schedule. Note that you should count only the hours worked that were supported by the Recovery Act funds. If your grant from the NEA authorized sub-granting, you should also report this data for your sub-recipients.

For each position preserved by the direct grant from the NEA, provide the job title and type of job (i.e., artistic, administrative, educational, or technical; if the position falls into more than one category, identify the one that is primary). If your grant from the NEA authorized sub-granting, you should also report this data for your sub-recipients.